

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Senator Charles E. Shannon, Jr. Community Safety
Initiative**

**FY 2009 Budget Instructions and Guidelines
And
Shannon Budget Narrative Instructions**

Budget Instructions and Guidelines

A. Personnel

- List each position by agency and position title.
- Indicate whether the position is a new or an existing position. An existing position denotes that this position was funded with prior grant funds last year.
- Under the Description of Cost please document how you arrived at the Total Cost of personnel for each line item. **For each salaried person show the annual salary rate and the percentage of time to be devoted to the project. For each hourly personnel show the rate and estimated hours of the time to be devoted to the project. For each person to receive overtime show the overtime hourly rate and the estimated number of overtime hours.**
 - Please note that compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.
 - For overtime costs for law enforcement personnel please indicate that these are overtime costs under the Description of Cost line item.

Match Share: preference will be given to applications that commit to match requested grant funds with a 25% match provided by either municipal or private contribution.

B. Equipment

- Applicants should analyze the cost and benefit of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Indicate if item is leased.
- Indicate whether or not the equipment will be a new purchase or a new lease or if it was also purchased or leased with prior Shannon grant funds.
- Under the Description of Cost please document how you arrived at the Total Cost of equipment for each line item.

- List non-expendable items that are to be purchased. (Note: Organization's own classification of equipment should be used). Expendable items should be included in the "Supplies" category.
- All procurements should go through a competitive process based on the Organization's own procurement policy.

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C. Supplies

- List items by type (e.g. office supplies, training materials, copying paper, books, hand held tape recorders) and show the basis for computation. Generally supplies include any materials that are expendable or consumed during the course of the project.
- Indicate whether or not the supplies will be a new purchase or if it was also purchased with prior Shannon grant funds.
- Under the Description of Cost please document how you arrived at the Total Cost of supplies for each line item.

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D. Travel

- Travel costs (e.g. mileage costs, parking, tolls) associated with the grant must be in accordance with the organizationally-approved travel policy.
- Indicate whether or not travel will be a new Shannon grant cost item or if it was also funded with prior Shannon grant funds.
- Under the Description of Cost please document how you arrived at the Total Cost of travel for each line item.

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E. Contracts

- Indicate whether or not each contract is new or existing. An existing contract denotes that this item was funded with prior Shannon grant funds.
- Provide a description of the product or services to be procured by contract under Item Description.
- Under the Description of Cost please document how you arrived at the Total Cost of Contracts for each line item.
 - Applicants should use a competitive process for procurement in compliance with the organization's own procurement policy. Sole Source Contracts are not allowed.

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F. Other

- “Other” items are those that do not fall under any of the categories listed above such as copying costs, telephone costs, personnel fringe benefit and personnel indirect costs (see below) or other cost items necessary to support your initiative.
- Under certain conditions you may be able to include personnel fringe benefit or personnel indirect costs. More specifically, if 1) your organization by local law can charge fringe benefit costs or indirect rate costs against State General Fund Grants and 2) the rates have been approved by either the Federal Government or an independent audit you can ask for grant funds to cover these costs and include in this section of the budget. You will also need to include the formal documentation supporting these rates with this budget. **These personnel fringe benefit or personnel indirect cost rates must be shown as percentage rates applied to summary personnel costs shown in the first budget category.** If the aforementioned dual requirements cannot be met, your fringe benefit costs and indirect costs can still be counted as match.
- Indicate whether or not each line item in the “Other” category will be a new purchase or if it was also purchased with prior Shannon grant funds.
- Under the Description of Cost please document how you arrived at the Total Cost of each line item.

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Shannon Budget Narrative Instructions

In addition to submitting a Budget Summary and Budget Detail please provide a Budget Narrative. The Budget Narrative should demonstrate how the costs in the proposed budget detail *specifically links to your proposed strategy* to combat youth violence and/or gang problems.

A. Personnel

B. Equipment

C. Supplies

D. Travel

E. Contracts

F. Other